



Position Description – Senior Adviser, International Planning and Operations

Position Details

Position Title: Senior Adviser, International Planning and Operations

College/Portfolio: International Portfolio **School/Group:** Operations and Strategic Initiatives

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW8 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Head of Operations and Strategic Initiatives, International

No. of Direct reports: None at commencement, up to 1 longer-term.

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The International portfolio is responsible for RMIT's international strategy including:

- International partnerships including new and emerging partnerships
- Asia and Impact and the RMIT Asia Hub
- Offshore Industry and Innovation Hubs
- Strategy and Planning
- Board level oversight of RMIT Vietnam.

Position Summary

The Senior Adviser, International Planning and Operations is a key position in the International portfolio, part of a small and agile team reporting to the Head of Operations and Strategic Initiatives and working closely with the Vice-President, International. The Senior Adviser is responsible for the delivery of portfolio-wide strategic planning, working closely with the central strategy office to execute International's strategic initiatives. The Senior Adviser will support the Head of Operations in overseeing and reporting on portfolio-wide operations, including portfolio finance, risk, HR, health and safety and ITS. The Senior Adviser will also contribute to broader enterprise governance processes, including tracking and reporting on internal governance submissions. Given the fluid nature of working in the Operations and Strategic Initiatives team, the Senior Adviser will support additional priorities as they arise, including contributing to strategic projects and initiatives under Horizon 2 of *Knowledge with Action*.

Key Accountabilities

- Lead portfolio-wide planning processes, including annual strategic plans, annual financial and budget processes, and contribute to designing leadership forums, including tracking outcomes and actions.

- Contribute to enterprise-wide planning and strategy execution processes, seeking to alleviate the International portfolio's activities and priorities.
- Support the Head of Operations and Strategic Initiatives and colleagues and leaders across the portfolio in delivering portfolio wide Operations, including overseeing and reporting on portfolio finance, risk, HR, health and safety and ITS in partnership with relevant business partners.
- Manage portfolio-wide governance planning, including tracking and reporting the submission of governance papers to various governance fora.
- Represent the portfolio in various forums relevant to the key accountabilities.
- Provide proactive advice and problem solving to the Vice President, Head of Operations and Strategic Initiatives and other executives, informed by data synthesis and active engagement with internal and external stakeholders and understanding of the external environment.
- Support the delivery of key strategic initiatives under RMIT's *Knowledge with Action* strategy.
- Provide secretariat functions for a variety of boards, committees and groups on behalf of the Vice President and senior executives.
- Undertake additional responsibilities as agreed with the Head of Operations and Strategic Initiatives.

Key Selection Criteria

Essential:

- Experience developing, executing and tracking strategic planning outputs, such as annual strategic and financial plans.
- Experience overseeing and influencing business critical processes and outputs, particularly related to one or more of finance, risk, HR, health and safety and ITS.
- Experience managing projects, including developing project management plans.
- Highly developed understanding of governance frameworks and processes, including influencing outcomes and acting as secretariat to a governance forum, or similar applicable experience.
- Ability to analyse information, form actionable insights and recommendations, and communicate effectively in both written and oral form, to influence strategic and executive decision making.
- Adaptability to respond to changing priorities, as a self-starter with a positive 'can-do' attitude and proactive approach to supporting team and project outcomes.
- Ability to work across multiple tasks and projects simultaneously, including demonstrate ability to work independently under broad direction, and to proactively manage up to various executives on competing priorities and deadlines.

Desirable:

- Experience working in a cross-cultural environment.
- Knowledge of the Asia-Pacific region and tertiary education across the region, including contemporary geo-political considerations.
- Willingness to travel both domestically and independently depending on business requirements.

Qualifications

Relevant Tertiary qualification.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.